

Application Process for the Educational Technology Specialist Endorsement (Updated 2/26/07)

Who Needs to Be Licensed and Endorsed as an Educational Technology Specialist?

As a general rule, as of July 1, 2004, individuals providing direct instruction in Educational Technology to students must be licensed as Vermont educators and must carry the endorsement as an Educational Technology Specialist. However, individuals holding Vermont licensure in areas such as business education, library media specialist, or computer science who teach computer applications as part of their work in these areas do not need to acquire the new endorsement, although they may choose to do so. Individuals whose responsibilities do not include the teaching of students may choose to carry the endorsement but are not required to do so.

If an individual provides direct instruction in conjunction with a classroom teacher but does not plan curriculum or evaluate students, he or she MAY come under a special provision in Vermont's educator licensing regulations. This provision exempts from licensure requirements individuals providing supplemental services under the supervision of a licensed educator (section 5220.3 of the Regulations Governing the Licensing of Educators, 9/2/03).

If you are unsure whether you need to be licensed as an educator or to acquire the Educational Technology Specialist endorsement, please contact Anne Bordonaro, Coordinator of Professional Standards, at 828-0411 or anne.bordonaro@state.vt.us.

How Should I Go About Getting the Educational Technology Specialist Endorsement?

There are several routes for acquiring this endorsement depending on your current status. Please review the following information carefully to see which route applies to you.

- 1. If you are a licensed Vermont educator AND if you have completed significant coursework (e.g., at least 18 credits) in educational technology, you should add the endorsement to your current license through transcript review.** Transcript review is intended for individuals who meet the competencies for the endorsement through traditional academic coursework. It is the fastest, most simple, and least costly method for adding an endorsement.

Should you decide that this is the route for you, you should contact the Licensing Office at DOE-LicensingInfo@state.vt.us or at 828-2445 and request the transcript review packet for the Educational Technology Specialist endorsement. The transcript review process costs \$35.00 and is explained in the packet materials.

- 2. If you are a licensed Vermont educator AND if you have acquired your expertise in educational technology through a combination of some traditional coursework and other experiences such as workshops, industry credentials, etc., you will need to go through the Peer Review process to add the endorsement to your current license.** Peer Review is an alternative route to initial licensure or additional endorsement that allows you to demonstrate that you meet the competencies for the endorsement through non-academic as well as academic experiences. It involves preparing a portfolio that documents how you have met each of the endorsement competencies. A panel of three educators licensed in this endorsement area then evaluates this portfolio. The minimum

requirement for eligibility to go through Peer Review is a bachelor's degree with a major in the liberal arts and sciences or in the content area of the endorsement sought, or its equivalent. **Please note that by special arrangement, the Vermont Department of Education is waiving \$600.00 of the \$1200.00 fee for the first twenty-five (25) applicants who submit completed Peer Review portfolios for initial licensure or additional endorsement as educational technology specialists.**

NOTE (Added 2/26/07): The waiver benefit will end on June 30, 2007. Completed portfolios submitted after that date will no longer be eligible for the \$600 waiver.

Should you decide that this is the route for you, you should contact the Peer Review Assistant, Linda Hendrickson, at linda.hendrickson@state.vt.us or 828-0449 and request peer review materials for the Educational Technology endorsement. The Peer Review process costs \$1,200.

3. **Finally, if you are NOT a licensed educator in Vermont AND if you have acquired your expertise in educational technology through a combination of academic coursework and other experiences, you will need to go through the Peer Review process for BOTH initial licensure and the endorsement.** This will require you to address BOTH the 16 initial educator principles as well as the educational technology endorsement competencies in your Peer Review portfolio. The process of application is the same as described above in 2.

How Soon Can We Apply for This Endorsement Through One of the Above Routes?

We began sending out transcript review packets for this endorsement on December 10, 2003 and will begin issuing additional endorsements via the transcript review process as soon as the completed application materials are received and reviewed. The review process typically takes six to eight weeks to complete due to the volume of requests we receive.

It will be necessary to process a number of individuals through transcript review before initiating the Peer Review process in order to develop a cadre of licensed educators endorsed as Educational Technology Specialists who can serve on the panels. Applications to undertake the Peer Review process were accepted beginning in January 1, 2004. Individuals accepted into the Peer Review process have one year from the date of acceptance to submit their portfolios.

Who Can I Talk to Get More Information About the Endorsement or Any of the Above Issues?

Anne Bordonaro, Education Consultant at the Department of Education, is the contact person for information related to this endorsement and processes for becoming endorsed in this area. She may be reached at anne.bordonaro@state.vt.us or 828-0411. General information on licensure and adding endorsements is also available on the Department's Web site at <http://education.vermont.gov/new/html/maincert.html>.